

Department: Executive Office of the President
Agency: Office of Management and Budget/Office of Federal Financial Management
Job Announcement Number: OMB-09-36-DR

Chief, Financial Standards and Grants Branch

Salary Range: 117787 to 177000 USD Per Year

Open Period: 3/2/2009 to 3/30/2009

Series & Grade: ES-0301-00/00

Position Information: Full-Time Permanent

Duty Location: 001 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from all groups of qualified individuals.

Job Summary:

How does the Administration coordinate, manage, and communicate policy with Federal agencies? How do they quickly address highly technical and programmatic questions that arise daily? A lot of this responsibility is assigned to OMB, located within the Executive Office of the President. OMB is the middle ground between public administration of Federal programs and public policy-making at the Presidential level.

This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected. For more information regarding the SES, go to www.opm.gov/ses.

The Office of Federal Financial Management (OFFM) develops and provides direction on the implementation of financial management policies and systems.

This position is perfect for experienced professionals. OMB has excellent benefits and is located just blocks from the Metro.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194.

Major Duties:

Serves as Branch Chief, Financial Standards & Grants Branch. Under the general direction of the Controller and Deputy Controller, the incumbent is responsible for planning and implementing a government wide program to ensure effective management controls, Federal accounting and reporting standards, financial management policies, grants policy, and financial management reporting. Specific duties include:

Develops government-wide policy on internal controls through updates to OMB Circular A-123 (Appendix A). Directs a program for maintaining adequate financial and operational controls in the agencies, including providing guidance for, coordinating, and monitoring the execution of the Federal Managers' Financial Integrity program and the audit follow-up program. Ensures that OMB policy and oversight activities related to internal controls are consistent with the financial management improvement objectives of the Chief Financial Officers Act of 1990, including focused attention on remediation of material internal control weaknesses.

Directs a comprehensive program to improve Federal financial reporting through government-wide policy guidance on: the form and content of financial statements and the scope of audits of such

statements; and the form and content of agency Performance and Accountability Reports, including enhancements to the integration of financial and program performance data. Oversees agency efforts to meet all financial reporting deadlines.

Supports the objectives of the President's initiative to improve financial management by developing recommendations for corrective actions by the agencies to address financial reporting and internal control issues.

Participates in the development and issuance of the government-wide Consolidated Financial Statement, including working directly with the Department of Treasury on the identification and implementation of process and reporting improvements.

Coordinates the activities of the Chief Financial Officers Council related to internal controls and financial reporting. In conjunction with the CFOC and other OMB offices, prepares the governmentwide Federal Financial Management Status Report and Five Year Plan, which is required to be submitted annually by the Director to the Congress.

Directs research into Federal accounting standards issues and problems; uses the results of this research to develop recommendations to the Federal Accounting Standards Advisory Board (FASAB) and to formulate OMB positions on FASAB staff recommendations.

Develops or coordinates development of governmentwide financial management policies relating to: Federal grants management; audits of Federally-funded activities by non-Federal auditors; cost principles governing Federal reimbursements; and other financial management issues such as cost accounting.

QUALIFICATIONS REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication 'A Guide to SES Qualifications' available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Expert knowledge of and experience with financial accounting and reporting concepts, principles, and management control concepts. Senior level experience in policy development, oversight, and/or managing operations in these areas.
2. Superior analytical ability and communication skills, with demonstrated ability to resolve important, complex, and difficult management problems.
3. Demonstrated ability to design, manage, evaluate, and/or oversee financial management reform initiatives.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Technical Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF- 50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People** - This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven** - This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen** - This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions** - This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Qualifications:

QUALIFICATION REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication 'A Guide to SES Qualifications' available on the OPM website at: <http://www.opm.gov/ses/writingstate.asp>.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

How Will You Be Evaluated:

The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the 'best qualified' candidates. The panel may

conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

How to Apply:

You may submit an Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application format of your choice. Whatever format is selected, be sure to provide all of the information requested below.

In addition, you must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical Qualifications related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service.

- . Applications must be received by the closing date.
- . Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- . Applications will not be returned.
- . You must include the announcement number on your application.

THERE ARE 2 OPTIONS FOR APPLYING. It is imperative that your application contains the appropriate information and required documentation so a proper determination can be made of your qualifications.

INFORMATION REQUIRED ON YOUR RESUME: If you omit any of the required information specified in required information, your application will be rated **INELIGIBLE**.

Required information includes:

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)
Do not send copies of documents unless specifically requested.

APPLICATION OPTION 1 - EMAIL: Applications/Resumes and supplemental information (if applicable) will be accepted via email. Please submit your application to eopjobs@oa.eop.gov.

APPLICATION OPTION 2 - Fax to 202-395-1194 the following:

(1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application format of your choice. Whatever format is selected, be sure to provide all of the information requested below.

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)
Do not send copies of documents unless specifically requested.

****Failure to submit all required documents and information (SF-50, Mandatory Professional/Technical Qualifications, Mandatory SES ECQs, etc.) requested by the closing date of this announcement will result in your application being incomplete. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Failing to address the**

Selective Factors (if applicable) and Quality Ranking Factors (if applicable) will result in your application being incomplete.

You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication 'A Guide to SES Qualifications' available on the OPM website at: www.opm.gov/ses/html/sesguide.htm

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

What to Expect Next:

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the 'best qualified' candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies

advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Contact Information:

Dionne Rodriguez
Phone: 202-395-1088
Fax: 202-395-1194
TDD: 202-395-1160
Internet: EOPJOBS@OA.EOP.GOV

Or Write:
Executive Office of the President
Please do not mail application packages
Washington DC 20503
US